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SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.


(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute for International Affairs

Travel date(s): Oct 7 - 12, 2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	2530.29	400	226.14	100
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): local election observation team, Margibi area election commission, multiple voting sites, counting site, and larger NDI delegation post election debrief and statement meeting

10/24/17
(Date)

Chris Homan
(Printed name of traveler)

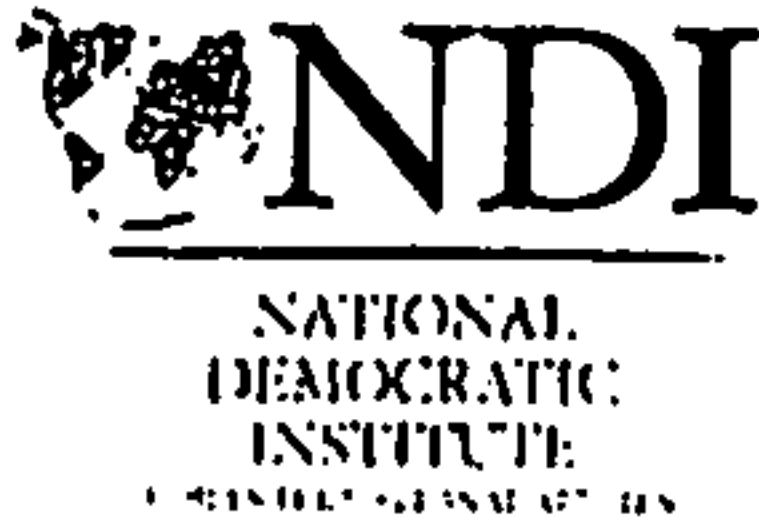
CH
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/24/17
(Date)

Dick Dumb
(Signature of Supervising Senator/Officer)



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August 30, 2017

Chris Homan
National Security and Foreign Policy Advisor
Office of Senator Dick Durbin

Dear Mr. Homan,

On behalf of the National Democratic Institute (NDI), I am pleased to invite you to participate in an international election observation mission to monitor Liberia's forthcoming presidential and legislative elections scheduled for October 10, 2017. The elections represent a historic moment for Liberia, as the country will have the first opportunity for a peaceful transfer of power from one democratically-elected president to another since the 1940s. These polls would mark the end of tenure for President Ellen Johnson Sirleaf, the first female democratically-elected president in Africa.

NDI's election day delegation will comprise 34 political and civic leaders and election experts from Africa, Europe, and North America. Members of the delegation will observe various phases of the electoral process, including the last days of campaigning, voting, compilation and announcement of results. The delegation will issue a preliminary statement on its findings prior to departing Liberia.

NDI plans to have delegates in Liberia from October 5-13, 2017, during which time they would participate in meetings with Liberian stakeholders and subsequently observe election activities across the country's 15 counties. Following meetings and briefings in the capital city, Monrovia, delegates will be deployed in teams of twos across all 15 counties to observe the polls. Upon return to Monrovia after election day, delegates will debrief together and agree on a preliminary statement assessing the elections and providing recommendations to strengthen the country's electoral process. Although NDI will take steps to make in-country travel as safe and easy as possible, you should be aware that in Liberia, travel outside of Monrovia is difficult, as many counties have limited infrastructure and difficult access during the ongoing rainy season.

As is customary practice, NDI will handle all logistical arrangements associated with your participation, which includes an economy class round trip ticket, meals, and accommodation. As we near the elections, we will also send you an agenda, additional logistical information, and briefing materials on Liberia's political environment and the state of election preparations.

NDI has organized more than 150 international election observer delegations in 62 countries and has established a reputation for impartiality and professionalism. We assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) that would influence your ability to observe the election in an impartial manner and that your presence in Liberia would not be used to pursue private

To confirm your participation, please fill out the linked registration form no later than Tuesday, September 5, 2017. We look forward to your participation in this important mission.

Chironomus

Christopher Fomunyoh, Ph.D.
Senior Associate and Regional Director for Central and West Africa
National Democratic Institute

WORKING FOR DEMOCRACY AND MAKING DEMOCRACY WORK

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
2. Description of the trip: International observation mission to Liberia's October 2017 presidential and legislative elections
3. Dates of travel: October 7, 2017 - October 12, 2017
4. Place of travel: Depart Washington, DC to Monrovia, Liberia and return to Washington, DC
5. Name and title of Senate invitees: Chris Homan
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NDI is facilitating an independent international election observation mission for the 2017 Liberian elections

NDI is organizing pursuant to its cooperative agreement with USAID, which is providing funds for the mission and the Senate staff. All NDI staff will be paid by US government funds.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NDI's mission is to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. The international observation mission would provide an independent and nonpartisan analysis of the conduct of the election.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

NDI has conducted several congressional trips for international observation. An illustrative list of these trips can be found in the addendum. NDI also facilitates meetings and briefings for congressional delegations through the House Democratic Partnership.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations, political parties, government representatives, and other democratic institutions to improve government accountability, citizen engagement, and policy responsiveness to citizen needs.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2271.98 (includes flight and airport taxes)	\$800 (Monrovia and deployment hotels)	\$282 (based on federal government per diem rates)	\$181 (visa)
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged without regard to congressional participation

18. Reason for selecting the location of the event or trip

The purpose of this trip is to observe Liberia's October 2017 elections.

19. Name and location of hotel or other lodging facility:

See addendum

20. Reason(s) for selecting hotel or other lodging facility:

See addendum

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

~~NDI does not provide lodging or meals that exceed the maximum per diem rate for Federal Government~~

travel. All hotels and meals are within or below the daily rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participant will be provided with economy class airfare.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor:

Name and Title: Ken Wollack, President

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave. NW, Suite 800; Washington, DC 20001

Telephone Number: 202-728-5500

Fax Number: 888-857-2887

E-mail Address: ken@ndl.org

**U.S. Senate Committee on Ethics
PRIMARY TRIP SPONSOR FORM - ADDENDUM**

Section I: Addendum to Senate Private Sponsor Travel Form

4. Invited Senate employees are listed below. These individuals were chosen for their Africa experience and/or expertise. Please see Section II for a list of all Senators and Senate staff invited.

- Senator Gary Peters, Senate Armed Services Committee
- Senator Chris Coons, Senate Foreign Relations and Appropriations Committees
- Senator Jerry Moran, Senate Appropriations Committee
- Senator James Lankford, Senate Appropriations Committee
- Chris Homan – National Security and Foreign Policy Advisor, Office of Sen. Dick Durbin;
- Heather Flynn – Senior Professional Staff, Senate Committee on Foreign Relations Committee; and
- Michael Phelan - Senior Foreign Policy Advisor, Senate Committee on Foreign Relations.

House members and staff were also invited, including:

- Congresswoman Karen Bass - Ranking Member, House Foreign Affairs Committee
- Congresswoman Bonnie Watson Coleman - Homeland Security Committee
- Congressman Keith Ellison - House Democracy Partnership Member
- Congresswoman Gwen Moore - House Democracy Partnership Member

19/20.. For Chris Homan:

When in Monrovia for 1 night:

Hotel Name: Royal Grand Hotel City: Monrovia Cost per Night: \$200

Reason(s) for selecting: Most secure hotel in Monrovia. Multiple on-site restaurants to reduce travel in Monrovia during election period in which insecurity is possible.

For Chris Homan

When in Margibi for 3 nights:

Hotel Name: Kakata Kountry Klub City: Kakata Cost per Night: \$70

Reason(s) for selecting: Most secure hotel in Margibi, recommended by NDI long-term observers, and proximity to polling stations

- Mexico international observer delegation 1994
- Czech and Slovak Federative Republic 1990

Section II: Illustrative List of previous NDI observation missions attended by House and Senate personnel

Senators:

- Mexico, 1994
 - Czech and Slovak Federative Republic, 1990
 - Romania, 1990
 - Philippines, 1986
-

Senate staff:

- Kenya, 2017
- Tunisia, 2011
- Jordan, 2010 Jordan
- Sierra Leone, 2007
- Morocco, 2007
- Mexico, 1994

House of Representatives:

- Kenya, 2017
- Tunisia, 2014
- Georgia, 2012
- Mexico, 2000
- Bulgaria, 1990

House staff:

- Kenya, 2017
- Georgia, 2016
- Tunisia, 2014
- Georgia, 2013
- Honduras, 2009
- Sierra Leone, 2007

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NDI INTERNATIONAL OBSERVATION MISSION TO LIBERIA'S 2017 ELECTIONS

Time	Location	Event
Saturday, October 7, 2017		
5:40 pm (*likely itinerary)		Chris Homan departs for Monrovia
Sunday, October 8, 2017		
7:15pm (*likely itinerary)	Roberts International Airport	Chris arrives in Monrovia and met at airport by NDI staff
9:00 pm	Royal Grand Hotel	Check-in at hotel, Chris receives briefing materials
9:30 pm	Royal Grand Hotel	Meeting/discussion with NDI staff to review observation methodology, meet with Monrovia Coordination Center Coordinator, and answer any final questions
Monday October 9, 2017		
5:00 am		Travel to assigned county
7:00 am	County hotel	Check-in at county hotel
7:30 am – 8:30 am	County hotel	Meet with STO partner, assistant, and driver to discuss plans for the day, including background for meetings and identifying potential questions
8:30 am – 9:00 am	County hotel	Check-in with Monrovia Coordination Center
9:00am – 9:30am		Depart for meetings
9:30am – 10:30am	TBD	Meeting with Elections Coordinating Committee County Coordinator to discuss observation team, findings from pre-election, and plans for election day observation
10:30am – 11:00am		Transit
11:00am – 12:00pm	TBD	Meeting with Liberia Election Observers Network County Coordinator to discuss observation team, findings from pre-election, and plans for election day observation
12:00pm – 12:30pm		Transit
12:30pm - 1:30pm	County hotels	Working Lunch: Debrief on morning meetings, identify additional information needed, determine questions for afternoon meeting
1:30pm - 2:00pm		Transit
2:00pm - 3:30pm	Magistrate's Office	Meeting with National Elections Commission Magistrate to discuss plans for election day and any outstanding issues.
3:30pm - 4:00pm		Return to hotel
4:30pm - 5:00 pm	County hotel	Check-in with Monrovia Coordination Center
5:30pm - 7:00pm	County hotel	Working Dinner: Review day's meetings and E Day agenda
Tuesday October 10, 2017 (Election Day)		
4:00am – 5:00am	County hotel	Check in with Monrovia Coordination Center

[illegible]

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NDI INTERNATIONAL OBSERVATION MISSION TO LIBERIA'S 2017 ELECTIONS

		voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations to include in a statement.
4:30pm (*likely itinerary)		Depart for Airport
Thursday, October 12, 2017		
12:55 pm (*likely itinerary)		Arrive in Washington, DC